

**Staff Supervision
January 10th through January 14th, 2011
Helena, MWP and MSP**

- **Please note: Due to the Legislative Roundtable, we will be having lunch from 1:00 pm until 2:00 pm. Afternoon classes will have to work around this time.**

Monday, January 10th:

9:00 am-12:00 Intro/Building Blocks of Supervision

12:00 pm – 1:00 pm Investigations

2:00 pm -5:00 pm Cultural Awareness Training

Tuesday, January 11th:

8:00 am-12:00 pm Tools of the Trade

12:00 pm-5:00 pm Encouraging Performance/ Performance Management & Evaluation

Wednesday, January 12th:

8:00 am-11:00 am Discrimination/Workplace Violence

11:00 am-5:00 pm

Recruitment and Selection

- **To include Recruiting Myths**

Thursday, January 13th:

8:00 am-5:00 pm

Progressive Discipline Handling

Friday, January 14th:

8:00 am-12:00 pm Essentials of Labor Relations